

How to Apply



Entry level and experienced attorneys.

Both entry level and experienced attorneys are hired throughout the year as vacancies arise. Entry level attorneys are selected based on academic performance in law school, writing ability, achievements during law school (moot court, law review), work experience during law school and any other experience related to the work of the Department of Health and Human Services. Entry level attorneys are generally hired at the GS-11 level. Experienced attorneys are selected using the same criteria; however, their entry level grade is dependent upon their work experience since graduation from law school.

Summer Intern Program.

Each year law students are brought in to serve as interns, paid or for course credit, during the school year and the summer. Each intern usually works for a particular division or regional office. A summer intern is expected to work for ten to twelve weeks, although some interns are permitted to split the summer with other employers. Historically, offers of employment have been made to those interns in the program who have performed well.

If you wish to apply for any of the above positions with the Office of the General Counsel, please submit a resume, a transcript and a writing sample along with a cover letter describing which division or regional office interests you, addressed to:

The Office of the General Counsel

Headquarters:
Hubert H. Humphrey Building Room 700E
200 Independence Avenue, S.W.
Washington, DC 20201
Telephone: (202) 690-7780
FAX: (202) 690-5452

Region I
John F. Kennedy Federal Building
Government Center
Room 2250
Boston, MA 02203
Telephone: (617) 565-2370
FAX: (617) 565-4809

Region II
26 Federal Plaza
Jacob K. Javitz Federal Bldg.
Suite 3908
New York, NY 10278
Telephone: (212) 264-6373
FAX: (212) 264-6364

Region III
150 S. Independence Mall West
The Public Ledger Building
Suite 418
Philadelphia, PA 19106-3499
Telephone: (215) 861-4456
FAX: (215) 861-4462

Region IV
61 Forsyth Street
Suite 5M60
Atlanta, GA 30303
Telephone: (404) 562-7840
FAX: (404) 562-7855

Region V
233 North Michigan Avenue
Suite 700
Chicago, IL 60601-5519
Telephone: (312) 353-1640
FAX: (312) 886-1718

Region VI
1301 Young Street
Suite 1138
Dallas, TX 75202
Telephone: (214) 767-2995
FAX: (214) 767-3473

Region VII
601 East 12th Street
Room 1711
Kansas City, MO 64106
Telephone: (816) 426-6513
FAX: (816) 426-3550

Region VIII
1961 Stout Street
Room 300
Denver, CO 80294
Telephone: (303) 844-5101
FAX: (303) 844-6665

Region IX
50 United Nations Plaza
Room 420
San Francisco, CA 94102-4912
Telephone: (415) 437-8181
FAX: (415) 437-8188

Region X
2201 Sixth Avenue
Suite 702, Blanchard Plaza
Seattle, WA 98121-1833
Telephone: (206) 615-2268
FAX: (206) 615-2286

